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Secretariat

25 October 2003

Secretary-General's bulletin

Policy on breastfeeding

The Secretary-General, pursuant to staff regulation 1.3 (b), and for the purpose of assisting staff members who are nursing mothers to achieve a better balance between their professional and private lives through a more family-friendly work environment, promulgates the following:

Section 1
Scope of application

The policy shall apply to all United Nations Secretariat staff members who are nursing mothers of infants under one year of age.

Section 2
Time off from work

2.1 All staff members included in the scope of application of the present bulletin shall be authorized to receive time off from work for the purpose of breastfeeding their infants or expressing milk. Such time shall not be charged to annual leave.

2.2 A mother who needs to leave work premises to nurse her infant shall be given for that purpose up to two hours daily, including commuting time. Alternatively, if the mother wishes to express her milk, she shall be given up to one hour daily for that purpose.

2.3 The timing of the daily absences from work shall to the greatest possible extent be determined by the needs of the staff member, who shall nevertheless consult with her supervisor to achieve the optimal balance with the needs of the service.

Section 3
Local arrangements

A private and suitably furnished area, and a refrigerator for storing milk, shall be made available on a permanent basis to breastfeeding mothers at headquarters duty stations in New York, Geneva, Vienna and Nairobi. Regional commissions and other large and medium-size offices shall provide similar arrangements. Small offices are required to make arrangements if and when the actual need arises.

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Section 4
Travel provisions

4.1 Staff members who are nursing mothers with an infant under one year of age may elect to have the infant travel with them on official business travel, except when the staff member travels to a non-family duty station.

4.2 When travel of the infant is permitted, in addition to the travel expenses authorized for the mother, the Organization shall pay for the infant:

(a) 10 per cent of the cost of the mother's ticket; and

(b) 10 per cent of the applicable daily subsistence allowance (DSA).

4.3 No travel expenses shall be paid on account of caretakers.

Section 5
Final provisions

The present bulletin shall enter into force on 1 November 2003.

(*Signed*) Kofi A. **Annan**
Secretary-General